SECRET

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SECURITY INFORMATION

191 21 November 1952

TO : AD/RR Attn: 25X1A9a

FROM : 25X1A9a 25X1X4

SUBJECT: Scheduling of contributions and Suggestions Re Preparation of Contributions

1. The subject of scheduling routine preparation of
so as to allow sufficient time for coordination and transmittal of EIC
contributions has been discussed with appropriate personnel in

25X1X7

It is agreed that, hereafter, you will be given 6 weeks notice of routine
preparation or revision

If, in this connection, you
25X1X4

wish to revise the tentative schedule contained in paragraph 3 of my letter
of 24 October, will you please notify me of the dates by which I can expect
your contributions?

25X1X4

25X1X42. It should be understood, of course, that notices of actual imminent for which current briefs do not exist must receive much is able to give us 25X1A6a more expeditious handling. In some instances, , and the time available for preparation only short notice 25X1X4 of the brief is extremely limited. In such cases, it may be necessary to "hit only the high spots" in compiling the brief. I will give you as much notice as possible of the preparation of these high priority briefs, but cannot guarantee any minimum period of notification. In those cases where I recognize that the time deadline established requirements, I would 25X1A6 preclude the possibility of incorporating requirements, I would 25X1X7 is so tight as to 25X1A6a like to be authorized to use my own judgment in representing EIC interests in the compilation of the brief. 25X1X7

3. A few suggestions regarding the least contributions may be in order here.

25X1X1

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or where you have significant orientation detail not included on the mosaic, the descriptive detail may be of great value, and should be included.

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25X1A9a

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